

**THE VIRGINIA BOARD FOR  
WATERWORKS AND WASTEWATER WORKS OPERATORS AND ONSITE  
SEWAGE SYSTEM OPERATORS**

**MINUTES**

The Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Operators met on December 4, 2008 at Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia, with the following members present:

Douglas J. Crooks  
Frank L. Davis, Jr.  
Kornell Davis, Jr.,  
Marcia J. Degen  
Eileen M. Leininger  
E. Brooke Philpy  
Ronald R. Thomas (arrived at 9:16 a.m.)  
John Vanderland  
Harold W. Walker

Board members, Charles B. Bott Jr., and Wesley Kleene were not present at the meeting.

Staff present for all or part of the meeting were:

Jay W. DeBoer, Director  
Mark N. Courtney, Deputy Director of Licensing and Regulation  
David Dick, Executive Director  
Michelle Gowen, Administrative Assistant  
Justin Garofalo, Board Administrator

Elizabeth Peay was present from the Office of the Attorney General.

Mr. Walker, finding a quorum of the Board present, called the meeting to order at 9:08 AM.

**Call to Order**

Ms. Leininger moved to approve the agenda as amended. Mr. Vanderland seconded the motion which was unanimously approved by members: Crooks, F. Davis, K. Davis, Degen, Leininger, and Walker. Mr. Vanderland and Mr. Philpy were present, but did not vote since by statute they are ineligible to vote on matters unrelated to Onsite Sewage System Professionals until July 1, 2009.

**Approval of  
Agenda**

Ms. Leininger moved to approve the minutes from the September 24, 2008, Board meeting. Ms. Degen seconded the motion which was unanimously approved by members: Crooks, F. Davis, K. Davis, Degen, Leininger, and Walker. Mr. Vanderland and Mr. Philpy were present, but did not vote since by statute they are

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ineligible to vote on matters unrelated to Onsite Sewage System Professionals until July 1, 2009.

There were no comments made to the Board members.

**Public Comment  
Period**

Mr. Thomas arrived at the meeting.

**Other Business**

Mr. Dick updated the Board members on the proposed OSSP and general regulation amendments.

The Board members were provided with the proposed changes to the ABC by-laws for review. After review and discussion, Mr. Vanderland moved that the Board approve the suggested modification to the by-laws. Ms. Leininger seconded the motion which was unanimously by members: Crooks, F. Davis, K. Davis, Degen, Leininger, Thomas, and Walker. Mr. Vanderland and Mr. Philpy were present, but did not vote since by statute they are ineligible to vote on matters unrelated to Onsite Sewage System Professionals until July 1, 2009.

The Board members were provided with training course applications for review. After review and discussion, Mr. Thomas moved to approve the training course application for Waste Water Operators for 0.3 training credits submitted by the Department of Environmental Quality. Mr. F. Davis seconded the motion which was unanimously approved by members: Crooks, F. Davis, K. Davis, Degen, Leininger, Thomas, and Walker. Mr. Vanderland and Mr. Philpy were present, but did not vote since by statute they are ineligible to vote on matters unrelated to Onsite Sewage System Professionals until July 1, 2009.

The Board members reviewed a training course application from American Water Works Association. After discussion, the Board members agreed by consensus to defer this matter for further discussion when Mr. Kleene is available for discussion.

The Board members reviewed a training course application for ALLOWAY. After review and discussion, Mr. Crooks moved to disapprove the application as the subject matter contained is not pertinent for training credits. Ms. Degen seconded the motion which was unanimously approved by members: Crooks, F. Davis, K. Davis, Degen, Leininger, Thomas, and Walker. Mr. Vanderland and Mr. Philpy were present, but did not vote since by statute they are ineligible to vote on matters unrelated to Onsite Sewage System Professionals until July 1, 2009.

The Board members discussion a previous meeting in which a

training provider review committee was appointed. Mr. Walker appointed the following members of the Board to the committee: Douglas J. Crooks, Kornell Davis, Jr., Marcia Degen, Wesley Kleene, Brooke Philpy, Ronald R. Thomas, and John Vanderland. Mr. Walker also appointed Wayne Staples and Mark Anderson as public members of the committee.

Mr. Walker nominated Frank Davis as Chair of the Board for a term beginning January 1, 2009, and ending December 31, 2009. Mr. Crooks seconded the motion which was unanimously approved by members: Crooks, F. Davis, K. Davis, Degen, Leininger, Thomas, and Walker. Mr. Vanderland and Mr. Philpy were present, but did not vote since by statute they are ineligible to vote on matters unrelated to Onsite Sewage System Professionals until July 1, 2009.

Ms. Leininger nominated Douglas J. Crooks as Vice-Chair of the Board for a term beginning January 1, 2009, and ending December 31, 2009. Ms. Degen seconded the motion which was unanimously approved by members: Crooks, F. Davis, K. Davis, Degen, Leininger, Thomas, and Walker. Mr. Vanderland and Mr. Philpy were present, but did not vote since by statute they are ineligible to vote on matters unrelated to Onsite Sewage System Professionals until July 1, 2009.

Mr. Courtney provided the Board members with training on the roles and responsibilities of Board Members.

Future Board Meeting Dates:

March 24, 2009  
June 24, 2009  
September 23, 2009  
December 2, 2009

**Future Meeting  
Date**

Board members completed their conflict of interest forms and travel vouchers.

**Conflict of  
Interest Forms**

The Board adjourned at 10:15 a.m.

**Adjournment**

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Harold W. Walker, Chairperson

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Jay W. DeBoer, Secretary